Standard Form 52 Rev. 7/91 U.S. Office of Personnel Management FPM Supp. 296-33, Subch. 3

REQUEST FOR PERSONNEL ACTION

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Approval: I certify that to proposed action is in or	he information entered	t on this form	is accurate	and that	the	Signature					Appro	val Date
proposed doubling in the	The state of the s	y and regula	mory requirer	HETILS.								

(If YES*, please state these facts on a separate sheet and attach to SF 52.) Privacy Act Statement regulations with regard to employment of individuals in the Federal service a lowesting address. Your reason may be considered in any future decision to retirement a lowesting address. Your reason may be considered in any future decision to emine your eligibility for unemployment compensation benefits used to emine your eligibility for unemployment compensation to which you are entitled to a simple your eligibility for unemployment to map entitled. The furnishing of this information is deviately, however, failure to provide it is information is requested under authority of sections 301, 3301, 3301, 3301, and 8506 or 5, U.S. Code. Sections 301 and 3031 authorize OPM and agencies to issue Reasons for Resignation/Retirement (NOTE: Your reasons are used in determining possible unemployment benefits. Please be specific and avoid generalization received its owner. In the provided provided in the compensation of the compensation to you; and (3) any unemployment compensation for your proposation to your provided in yo	•	sors: Do you know of addi	tional or conflicting rea	sons for the empk	oyee's resignation/retirement?		
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Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of those duties for 25%

Emplo	oyee Info	ormation	Percentage of Time Spent on Extramural Resources Management
Name		,	This position has no extramural resources
			management responsibilities.
Positio	on Numb	er	Total extramural resources management duties
			occupy less than 25% of time.
Title	Enviror	nmental Scientist	Total extramural resources management duties
	Life Sc		occupy 25% to 50% of time. These duties are
	Ecolog	ist	indicated below and described in the position
	1		description.
Series	/Grade	GS-1301-	Total extramural resources management duties
		GS-0401-	occupy more than 50% of time. These duties are
		GS-0408-	indicated below and described in the position
			description.
Organ	ization	WPD/WCOB	
Nhen	this chec	klist is used as an amendme	ent to a position description, the following signatures are required:
	visor's S		Date 10/0/6 W
		cialist's Signature	Date
- GI 3UI	illei She	cialist 5 Signature	Date

Obtains funding committments Prepares procurement requests Reviews invoices Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (lists) Reconciles payments with work performance Closes-out payments Performs cost accounting Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical	art 1. Contracts Management Duties	
Plans Procurements Estimates Costs Approves payment requests of ACH drawdown Obtains funding committments Manages cost-reimbursement contracts Prepares procurement requests Reviews invoices Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (lists) Reconciles payments with work performance Closes-out payments Performs cost accounting Ost-award: Prepares delivery orders Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical		Monitors management and performance of
Estimates Costs Obtains funding committments Manages cost-reimbursement contracts Prepares procurement requests Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (lists) Reconciles payments with work performance Other (lists) Performs cost accounting Performs cost accounting Provides assistance to Contracting Officer in Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical		delivery orders/work assignments after award
Obtains funding committments Prepares procurement requests Reviews invoices Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (lists) Reconciles payments with work performance Closes-out payments Performs cost accounting Post-award: Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical	Plans Procurements	Defines scope of work for work assignments
Prepares procurement requests Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (lists) Reconciles payments with work performance Closes-out payments Performs cost accounting Performs cost accounting Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical	Estimates Costs	Approves payment requests of ACH drawdowns
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Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (lists) Reconciles payments with work performance Closes-out payments Performs cost accounting Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical	Prepares procurement requests	Reviews invoices
Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (lists) Reconciles payments with work performance Closes-out payments Performs cost accounting Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical	Writes statements of work	Inspects and accepts deliverables
Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (lists) Reconciles payments with work performance Closes-out payments Performs cost accounting Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical	Reviews statements of work	Other (list)
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	Monitors government-furnished property	Percentage of Time Spent on Contracts Management
performance of contract after award	Monitors cost, management, and overall technical	
ponormano di donadi attalia attalia	performance of contract after award	%

Part 2. Grants/Cooperative Agreements Duties	Advises Grants Management Office of potential
Pre-application/Application:	problems/issues Participates in decisions/actions to ensure
Prepares solicitation for proposals	successful project completion and in decisions to
Identifies potential grantees for area of program	impose sanctions
emphasis	Approves payments requests or ACH drawdowns
Makes initial determinations (whether project is	Reviews requests for modifications, additional
procurement or assistance, whether agency has	funding, etc., and makes recommendations to
legal authority, whether applicant is eligible,	Grants Management Office
whether funding is available, etc.)	Negotiates amendments
Provides administrative information to applicants	Reviews Cost/Price/Analysis for recipient
Determines appropriateness of applicant's	contracts/change orders (Superfund only)
workplan/activities/budget and compliance with	When necessary, recommends termination of the
regulations and guidelines and negotiates changes	
with applicant	agreement Resolves with Grants Management Office
Assists applicant in resolving issues in application	administrative and financial issues
For cooperative agreement, determines substantial	Conducts periodic reviews to ensure compliance
Federal involvement and develops a condition for	with agreement
	Other (list)
agreement Negotiates level of funding	Other (list)
Conducts site visits to evaluate program capability	Close-out:
Serves as resource to Selection Panel	Certifies deliverables were satisfactory and timely
Informs applicants of funding decisions	Provides assistance to recipients and Grants
Other (list)	Management Office to ensure timely close-out
Value (1131)	Reconciles payment with work performed
vard:	Notifies recipient of close-out requirements
Prepares funding package, including Decision	Obtains legal assistance if necessary to resolve
Memorandum	incomplete close-out
Obtains concurrences/approvals	If project is audited, responds to issues and ensures
Reviews/concurs in completed document	recipient complies with audit recommendations
Establishes project file	Other (list)
Other (list)	
	Percentage of Time Spent on Grants/Cooperative
oject Management/Administration:	Agreements Management
Monitors recipient's activities and progress	
Reviews reports and deliverables and notifies	%
recipient of comments	
Provides technical assistance to recipients	
rt 3. Interagency Agreements Duties e-Agreement:	Monitors cost management and overall technical
e-Agreement: Plans and negotiates work effort	performance
e-Agreement: Plans and negotiates work effort Estimates costs	performance Participates in decisions about project
e-Agreement: Plans and negotiates work effort Estimates costs Obtains funding commitments	performance Participates in decisions about project modification/termination
e-Agreement: Plans and negotiates work effort Estimates costs Obtains funding commitments Prepares commitment notice	performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State
e-Agreement: Plans and negotiates work effort Estimates costs Obtains funding commitments Prepares commitment notice Writes or reviews scope of work	performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
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United States ENVIRONMENTAL PROTECTION AGENCY Washington, DC 20460

SF 52 Checklist

SF 52 Request #: WM-10-010	Position Title/Series Life/Env Scientist/ Eco
Entry Grade(s)/Full Performance Level of Position:	C15-12/13
Functional Title (e.g., On-Scene Coordinator, PO, RPM,	Accountant):
connect recess. This form must be completed by the bit position description (exceeding 186 days) and must be su	ing collected are supervision for all personnel actions. Involving a change i function along with the SF 52 language for Personnel Action.
is this position one of the following that has been predesi if you answered "Yes," please skip all remaining questions, sign of	Ignated? Yes No No
☐ On-Scene Coordinator (High Risk)	
☐ Remedial Project Manager (Moderate Risk)	☐ Contract Specialist (Moderate Risk)
☐ RCRA Corrective Action Officer (Moderate Risk)	Grants Specialist-GS 12 and below (Low Risk)
☐ Inspector (Moderate Risk)	☐ Grants Specialist-GS 13 and above (Moderate Risk)
☐ Criminal Investigator (High Risk)	Attorney (Moderate Risk)
☐ Grants Project Officer (Moderate Risk)	Deputy Division Director (High Risk)
☐ Contract Project Officer (Moderate Risk)	☐ Supervisor of High Risk Employees (High Risk)
Directions for Questions 1-13: Answer all "Yes/No" questions requested, attach additional pages if needed.	s. For questions answered "Yes," check all items that apply. Where explanation
(1) Requires access to classified or sensitive information or	
☐ Secret	
☐ Top Secret	Other information that if compromised could cause harm.
Personally identifiable information	Audits
Proprietary information	☐ Investigations
Confidential business information	O EPA's financial resources/records
lazardous or dangerous meterial (nuclear, biological, or ci	hemical) Yes No
What hazardous materials are involved?	
(2) Makes final decisions or authoritative recommendation res No	s, including ones that may have a direct effect on health and safety:
3) Supervision level received:	Work is reviewed:
Close supervision	☐ While in progress
General supervision	☐ Only after completion
Administrative only	
dministrative controls are in place: Yes Ne	
fhat are they?	
i) Obligates the Agency to take action or to spend funds. Ye	es No
fhat actions?	
hat amount of funding?	
hat is the financial limit?	

POSITION DE	SCRIPTION	ir lease r	ieau III	Structio	ns on the p	ack)				1. Agen	
2. Reason for Submission	on 3. Servic	:e	4. Emp	ploying Off	ice Location	5. Duty Static	n			6. OPM	Certification No.
Redescription	New Hdqt	rs Field		lanta	G						
Reestablishment Explanation (Show any	Other		 		ndards Act	Executive P	atements Require			9. Subje	ect to IA Action
	positions replaced)			empt sition State	Nonexempt	Financial Di		Employmer Financial In		Yes	
				mpetitive		—	1: Non-	— 3~0	Critical	13. Con	petitive Level Con
					ecify in Remarks	Supervisory	Sensitive	Ц		14. Age	and the
				S (Gen.)	SES (CR)	Managerial Neither	2Noncritical		Special	T. Age	ncy use
15. Classified/Graded by		Official Ti			020 (017)	Pay Plan	Sensitive Occupational (ensitive Grade	Initials	Date
a. Office of Per- sonnel Management											Date
D.Department, Agency or Establishment											-
c. Second Level Review											
d.First Level Review											
s. Recommended by Supervisor or Initiating Office	Env/Life Sc	ientist	/Ecolo	ogist		GS			12		
16. Organizational Title	of Position (if differe	ent from offiic	al title)			17. Name of E	ı mployee <i>(if vacaı</i>	nt, specify	,,	i	
8. Department, Agency	or Establishment					<u> </u>					
US EPA Region					c. Third	Subdivision				-	
. First Subdivision				·	d Four	th Subdivision					
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Water Protect	tion Divisi	on									
. Second Subdivision Wetlands, Co	astal and (Oceans E		···		Subdivision re of Employee (optional)				
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POSITION DESCRIPTION Statement of Difference

Interdisciplinary, GS-12
0401 Life Scientist
1301 Environmental Scientist
0408 Ecologist

Position Number: Organizational PD Code:

The position is a **hydrologist with stream restoration expertise** in the Wetlands, Coastal and Oceans Branch. The incumbent works with Branch staff to evaluate proposed and existing stream restoration projects associated with mitigation for impacts due to mining and other land use activities. The incumbent will review stream and stream riparian area restoration projects based on the science of natural channel design for restoring stream water quality and habitat functions. The incumbent will review physical, chemical and biological monitoring data and reports and investigate coal mining and other impacts to streams within the context of watershed management and restoration. The incumbent will recommend methods to avoid and minimize impacts, assist in the development of field protocols related to stream restoration, policy changes, permitting program requirements, and training related to stream and wetland management and restoration. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

Duties and responsibilities are essentially the same as described at the GS-13 level, except for the following factors. The incumbent for this position will work at a lesser level of independence and authority. Assignments for this position will be less controversial. The incumbent will receive guidance and direction from more senior staff and management.

Factor 3-3 Guidelines 275 points

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

Factor 5-3 Scope and Effect 150 points

The purpose of the position is to evaluate proposed and existing stream restoration projects associated with mitigation for impacts due to mining and other land use activities; review stream and stream riparian area restoration projects based on the science of natural channel design for restoring stream water quality and habitat functions; review physical, chemical and biological monitoring data and reports and investigate coal mining and other impacts to streams within the context of watershed management and restoration; recommend methods to avoid and minimize impacts, assist in the development of field protocols related to stream restoration, policy changes,

permitting program requirements, and training related to stream and wetland management and restoration. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

POSITION D	ESCRIPT	ION (Please	Read In	nstructions o	on the Ba	ack)			1. Agenc	cy Position No.
2. Reason for Submis	sion 3.	Service	1	nploying Office Lo	ocation	5. Duty Station	1		6. OPM (Certification No.
Redescription	New L	Hdqtrs Fiel	u	lanta	G <i>F</i>					
Reestablishment Explanation (Show an		laced)	177	ir Labor Standard		Evecutive De	itements Required		9. Subjec	t to IA Action
	, positiona /cp/			xempt osition Status	Nonexempt	Financial Disc	closure Finance	yment and cial Interest	Yes	No
			1	ompetitive		Supervisory	1Non-	3Critical	13. Comp	petitive Level Code
				xcepted (Specify	in Remarks)		Sensitive	i	14. Agen	icy Use
					SES (CR)	Z Neither	2Noncritical Sensitive	4Special Sensitive		
15. Classified/Graded by a. Office of Per-		Official 1	Title of Po	sition		Pay Plan	Occupational Code	Grade	Initials	Date
sonnel Management										
b.Department, Agency or Establishment										
c. Second Level Review								 		
d.First Level Review			· · · · · · · · · · · · · · · · · · ·							
e. Recommended by Supervisor or Initiating Office	Env/Life	e Scientis	t/Ecol	ogist	-	GS		1.2		
16. Organizational Titl							nployee (if vacant, sp	ecify)		
	·····						, ,	,		
18. Department, Agen		ment			c. Third	Subdivision		····		
US EPA Regi	on 4									
Water Prote	ction Di	vicion			d. Fourt	h Subdivision				
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Wetlands, C	oastal a	nd Oceans	Branch	1	e. Fifth S	Subdivision				
19. Employee Revie duties and respo	insibilities of	my position.		•	Signatur	e of Employee <i>(o)</i>	otional)			
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Thomas Well	e of Immediate	Supervisor	<u></u>	<u></u>	b. Typed	Name and Title	of Higher-Level Super	visor or Mai	nager (optic	onal)
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3. Position Review	Initials	Date	Initials	Date	Initials	Date		ate	Initials	Date
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t. Remarks	L		L	<u> </u>	<u> </u>		<u> </u>			
5. Description of	Major Duties	and Respons	ibilities /	See Attacher	1)					
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POSITION DESCRIPTION

Interdisciplinary, GS-13
0401 Life Scientist
1301 Environmental Scientist
0408 Ecologist

Position Number: Organizational PD Code:

BACKGROUND: Wetlands, Coastal and Oceans Branch, Water Division, Region 4, United States Environmental Protection Agency, Atlanta, Georgia. The Branch is responsible for the wetlands and marine regulatory for Region 4. The wetland regulatory program oversees the Clean Water Act Section 404 permitting program, works with the state agencies and United States Corps of Engineers involved in stream and wetland protection and restoration, and implements and coordinates partnership activities to preserve, restore and enhance wetlands and streams. The wetland regulatory program provides assistance and direction to states, federal agencies and tribes on technical and programmatic aspects of wetland and stream management practices and coordinates national and regional policy for the program, all within the context of watershed management.

INTRODUCTION: The position is a hydrologist with stream restoration expertise in the Wetlands, Coastal and Oceans Branch. The incumbent works with Branch staff to evaluate proposed and existing stream restoration projects associated with mitigation for impacts due to mining and other land use activities. The incumbent will review stream and stream riparian area restoration projects based on the science of natural channel design for restoring stream water quality and habitat functions. The incumbent will review physical, chemical and biological monitoring data and reports and investigate coal mining and other impacts to streams within the context of watershed management and restoration. The incumbent will recommend methods to avoid and minimize impacts, assist in the development of field protocols related to stream restoration, policy changes, permitting program requirements, and training related to stream and wetland management and restoration. The incumbent is responsible for managing administrative and environmental protection work that includes technical, communication, and programmatic duties.

MAJOR DUTIES AND RESPONSIBILITIES:

Reviews mine reclamation and stream and wetland restoration plans in support of the Clean Water Act Section 404 permitting program. Determines if proposed mitigation adequately compensates for impacts. Recommends ways to improve mitigation to benefit aquatic communities and diversity within a watershed context.

Collects and analyzes field data related to stream natural channel processes and natural channel design, including channel capacity and sediment transport calculations, streambank stabilization

techniques, riparian area improvement and function, stream restoration design layout and construction methods.

Develops river/stream restoration designs by integrating physical, biological and aesthetic objectives. Collects and analyzes field data related to effectiveness monitoring of stream restoration projects.

Performs work to support the Clean Water Act Section 404 permitting program, mitigation requirements, monitoring, data analysis and protection in Region 4's rivers, streams and wetlands. Reviews Section 404 and Surface Mining Control and Reclamation Act (SMCRA) permits to determine mining impacts on the aquatic environment. Makes recommendations to avoid and minimize impacts to the aquatic environment and waters of the U.S. Makes recommendations for the mitigation of any permitted impacts within the 404 regulatory context. Assists in the development of field protocols, policy changes, permitting program requirements, and training related to stream and wetland mitigation and restoration issues. Works closely with state agencies involved in mining-related environmental management issues.

Addresses industrial, educational, governmental, business and other sectors on matters dealing with water pollution, physical stream processes, and restoration science. Recommends state and federal agency protocol improvements that incorporates the best state-of-the-science methodologies in stream restoration.

Operates, calibrates and maintains specialized scientific equipment used in hydrologic and geomorphological assessments.

Prepares periodic and/or special technical, scientific reports and articles. Integrates knowledge of sciences, computer sciences, remote sensing, and/or data management to perform complex and detailed multi-media, geo-referenced analyses with state-of-the-art computer systems.

Performs program administration work, or environmental liaison work, in order to accomplish the assigned environmental management and protection duties. The incumbent serves as technical contact on state or tribal grants or contracts related to these duties.

Confers with regional attorneys on permitting actions and litigation involving the wetlands and stream programs, providing technical data and reports, as needed. Notifies the wetlands and stream enforcement programs of potential permit and mitigation compliance violations and enforcement cases.

Program/Project Management

Provides advice and assistance to state, local and/or tribal governments on matters relating to the development, execution, and monitoring of adequate environmental protection policies, plans, and programs. Using established EPA protocol, reviews, analyzes, and recommends modifications of routine projects or portions of complex plans and/or programs developed by state, local and/or tribal government entities to implement various provisions of state or federal environmental programs. Develops and analyzes data and prepares reports regarding

implementation by state, local and/or tribal environmental protection programs.

Scientific and Technical Analysis

Uses analytical methods and techniques to analyze a wide range of scientific, legal, environmental protection, and/or environmental management issues. Using standard analyses and field studies, provides technical assistance regarding data review, quality assurance and sampling techniques to Regional staff, state and local agencies, private industry, and the general public. Prepares reports defining results of analyses, stating results and making recommendations as appropriate.

Regulation Review/Implementation

Reviews and implements environmental standards, guidelines, policies, and formal regulations. Reviews program guidance/regulations and provides comments in support of regulatory actions promulgated by the agency in a program or policy area. Develops technical analysis when needed in support of comments on proposed regulations or regional implementation of the same. Develops quality assurance guidelines to establish data quality.

Factor 1-6 Knowledge Required by the Position 950 Points

Knowledge, experience and education should include hydrology, stream natural channel processes and natural channel design, stream channel capacity and sediment transport, streambank stabilization techniques, riparian area improvement and function, stream restoration design layout and construction methods, and stream restoration effectiveness monitoring.

The position requires knowledge of applicable environmental statutes and regulations. Basic knowledge of Clean Water Act (CWA) programs, such as wetlands and streams (Section 404); the CWA 401 programs related to the state water quality agencies' water quality certification programs; the National Pollutant Discharge Elimination System (Section 402); the Water Quality Standards Program; activities as established by CWA Section 303 of the Clean Water Act; and the Surface Mining Control and Reclamation Act (SMCRA).

Knowledge of applied fluvial geomorphology and stream classification, watershed assessment and restoration prioritization, and stream and wetland habitat assessment methodologies.

Knowledge and experience related to the development of field protocols, environmental policies, permitting program requirements, and training related to stream and wetland mitigation and restoration issues.

Factor 2-3 Supervisory Controls 275 points

The supervisor makes assignments in the form of broad functional responsibilities with broad objectives. The scientist independently plans and carries out assignments through to completion, and resolves problems in accordance with accepted practices. Completed work is reviewed for technical soundness, appropriateness, and conformance with policy and objectives.

Factor 3-3 Guidelines 275 points

The scientist evaluates, interprets, selects, and applies guidelines to specific cases and requirements; and adapts and modifies existing guides in applying established methods and practices to new situations or in relating new assignments to precedent ones.

Factor 4-3 Complexity 150 points

Assignments involve the interpretation and implementation of policy and program directives that generally require supplementation to provide adequate coverage for a range of subjects involving public safety and welfare, and the protection of natural resources. Individual assignments typically involve complex features, requiring modification or adaptation of conventional practices and criteria.

Factor 5-3 Scope and Effect 150 points

The purpose of the position is to evaluate proposed and existing stream restoration projects associated with mitigation for impacts due to mining and other land use activities; review stream and stream riparian area restoration projects based on the science of natural channel design for restoring stream water quality and habitat functions; review physical, chemical and biological monitoring data and reports and investigate coal mining and other impacts to streams within the context of watershed management and restoration; recommend methods to avoid and minimize impacts, assist in the development of field protocols related to stream restoration, policy changes, permitting program requirements, and training related to stream and wetland management and restoration. The work performed comprises the basis for pollution abatement efforts in assuring conformity to national and regional regulations and guidelines established for the protection of the environment and the health and safety of residents within the eight states of Region 4. The incumbent's recommendations and decisions impact agency, state, and local water quality management programs, and environmental objectives.

Factor 6-3 Personal Contacts 60 points

Contacts are with a wide range of professional and administrative personnel throughout the Agency, at other Federal Agencies, in state and local government, Tribal government, private industry, academia, environmental advocacy groups, and in some cases, the media and elected officials.

Factor 7-3 Purpose of Contacts 120 points

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems dealing with others who are working toward mutual goals.

Factor 8-1 Physical Demands 5 points

The work is primarily sedentary office work, however physical effort will also be required, including field work. The work will require some travel.

A current valid state drivers license is required.

The employee must successfully complete 24 hours of classroom safety training and must hold regional certification that she/he has met this requirement. The employee must take 8 hours of refresher safety training each year.

Factor 9-1 Work Environment 5 points

Work is typically performed in an adequately lighted and climate controlled office. Will require some travel. There may be occasional exposure to moderate risks or discomforts due to field work associated with mining and other land use sites.

STAFFING REQUISITION

Print Form

Our Online Automated Recruitment System (EZ-Hire) electronically prescreens candidates and ranks them according to specified criteria.

Your success in attaining high quality candidates using EZ-Hire will be based largely on the time you spend with your Human Resources (HR) Specialist during the pre-recruitment process. Please consult with your HR Specialist on the items that follow.

SF-52: WM-10-	Organization: W	/PD/WCOB			
Selecting Officia	Fs Name: Tom Welborn		Phone Number	(404) 562-9354	Fax Number (404) 562-9343
Subject Matter Exp	pert's Name: Rhonda Evans		Phone Number	(404) 562-9369	Fax Number (404) 562-9343
	ion: Before recruitment can be sibilities of the job to be filled.				
Job Title: Env/Life	e Scientist/Ecologist	<u></u>	Series	: 1301/0401/0408	Grade(s): 12/13
Position Was Occ	cupied By (Name):			Position Nu	mber:
Vacancy identifie	ed in Succession Managemen	t Plan:	Vacancy Aligne	ed with Agency Hu	ıman Capital Goals:
Duty Station:	Atlanta, GA	List Multip	ole/Other Location	ns:	
#Positions to Fill:	1	Prom	otion Potential:	SS-13	
Work Schedule:	- Full-Time	lf Pa	rt-time, Hours/we	ek:	
Position Type:	Permanent			l	NTE:
Type of Vacano	cy Announcement - Sele	ect One			
Merit Promotion:					
Delegated Examini	ng: Delegated Examining - Op	en to any United St	ates Citizen - Ng	lowide	
Name Reque	st (DE only):				Attach Resume and Transcripts (if applicable)
Other:					

Information on Types of Announcements:

Merit Promotion - Open only to applicants who have served on permanent, competitive service appointments or certain non-competitive appointing authorities. Certain Veterans may also apply, but do not receive preference points and selection priority. No one else is eligible to apply. E ligible candidates compete under EPA's Merit Promotion Plan procedures.

Delegated Examining - Any United States Citizen may apply. Positions are advertised under guidelines of the Delegated Examining Agreement between EPA and the Office of Personnel Management (OPM), and constitute Federal Examining Procedures. Federal employees may also apply on these announcements, but if selected, may be required to complete a new probationary period. Veterans receive preference points and have selection priority.

Conditions of Employment- Check All That Apply

į-·	Security Clearance	Security Designation:		
	Pre-Employment Phys	ical Medical	Monitoring Required	
ſ	Financial Disclosure	Dep. Ethics Official's Name	:	
	Drug Testing		Overnight Travel Per Month:	1-5
Î	Position is Temporary	Term (JUSTIFICATION MUST	BE ATTACHED)	•
1	Special License/Requi	rement(s) Type of Licen	sse/Requirement(s):	
Reloca	tion Expenses			
Will Trav	el Be Paid? <u>(Form 1: Ma</u>	nagement's Determination o	f Payment of Moving Expenses Must be	Attached) No
Incenti	vas - If van wish ta	offer an incentive cont	act your HR Shared Service Cento	! ar
<u>mcenti</u>	ves - II you wish to	oner an incentive, cond	act your fin Shared Service Cent	cı.
Incentive	e to Offer on Vacancy Ar	nouncement:		
<u>Docum</u>	ents Attached (Opt	tional):		
ŗ	Job Analysis	EZHire Question	ns Prior Vacancy Annou	uncement
Ť	HIS SECTION TO BE	COMPLETED BY HR SPE	CIALIST AFTER RECRUITMENT S	TRATEGY MEETING
Grade(s	i) to Advertise:	No. Days to Ad	vertise MP (if greater than minimum):	
		No. Days to Ad	vertise DE (if greater than minimum):	
s This An	Underrepresented Serie		recruiting sources should be contacted: (ns, etc., to send diversity e-mail notification	
Recruit S	ources:			
Program	Office Use A Paid Ad?	If Yes, Nam	e of Publication & Date	
Commer	nts:			
HR Specia	ılist:		Consultation Da	ate:

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Approval Date: 11/14/2002 Review Date: 11/14/2005

FORM 1: Determination for payment of relocation expenses

Position: <u>Life Scientist/Ecologist/Env. Scientist</u>	tVacancy announcement #:
Organization: Water Protection Division In determining whether payment for releasting annual processing and processing and processing annual processing and processing and processing annual processing and processing	Location (city, state): Atlanta, GA
outside candidate selected to fill the position listed about [Check off and add comments as appropriate]	es would be in the Government's interest for an employee or ve, I have considered the factors listed below.
1. Labor market conditions, locally and else	ewhere Comment:
X 2. Availability of resources to pay relocat	ion expenses Comment: Adequately skilled and diverse pool of candidates exists locally.
X 3. Past recruitment experience with similar	ar vacancies Comment:
4. Time constraints related to filling the vac	ancy Comment:
5 Diversity concerns related to filling the v	acancy Comment:
6. Other [specify]	Comment:
7. Other [specify]	Comment:
will assist in attracting qualified ca X [initial] It is not in the Government's int expenses is not necessary to attract qualified ca The vacancy announcement and any other solicitation for initialed above. A statement consistent with this determination and in any related publications or document	o pay relocation expenses. Payment of relocation expenses andidates. erest to pay relocation expenses. Payment of relocation andidates. or this position will be consistent with the determination mination will be included in the vacancy announcement for ets.
Name: Have Neythell [signature]	Date 10-09-05
Title: Division Director	Office/code Water Protection Division

[This form may be amended locally to include separate signature lines documenting the recommendation, decision, and/or concurrence of specific management officials.]

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